



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18.08.2020

Country: Belarus

Description of the assignment: International Consultant - Expert on training for weapons, ammunition and explosives detection at border crossing points (BCPs)

Project/Office: 00113052 "Strengthening Capacity of the State Border Committee of the Republic of Belarus in Combatting Illicit Trafficking of Weapons and Ammunition"

Period of services (if applicable): 26 October 2020 – 02 April 2021 (approximately 35 working days including two 5-day visits to Belarus to conduct seminars)

Proposals for tender ref. num. IC/271/2020 should be submitted to e-mail tenders.by@undp.org no later than **17:00 (Minsk time, UTC+3) on 09 September, 2020** (ref. num. **IC/271/2020** of the tender should be indicated in the subject of the letter)

Any request for clarification must be sent by standard electronic communication to the e-mail: sergei.bobrovskih@undp.org. The response will be provided by standard electronic mail.

1. BACKGROUND

The goal of the project is to strengthen capacity of the State Border Committee of the Republic of Belarus (hereinafter referred to as the SBC) in combatting illicit trafficking of weapons and ammunition. The project will focus on providing expert and technical support to the State Border Committee in advancing the system of risk analysis, detection and prevention of illicit trafficking of weapons and ammunition. The activities under the project will boost professional capacity of the SBC officers and upgrade the training capacity of the Border Service Institute in Minsk and the Centre for training of border control specialists in Brest (hereinafter – the Training Center) in delivering qualified training to the specialists engaged in combatting illicit trafficking of weapons and ammunition. The SBC is the only beneficiary under the project.

The project will focus on the following interlinked objectives:

1. Improving Risk Analysis System of the SBC for combatting illicit trafficking of weapons and ammunition.
2. Increasing capacity of the SBC for effective weapon and ammunition detection at the border crossing points (BCPs).

The project inter alia provides for the development of weapons, ammunition and explosives detection training module which will be further integrated into the regular curriculum of the Training Center which is structurally a part of the SBC Border Service Institute. As per beneficiary's request it is essential that the training module will be in the form of electronic learning and teaching package (hereinafter

– the ELTP) which should include theoretical and practical training materials. It is planned that the ELTP will consist of the following four topics:

Topic 1: Current specifics and trends in crimes related with illicit trafficking of weapon, ammunition and explosives.

Topic 2: Main modalities, forms and methods of suppression of illicit trafficking of weapon, ammunition, explosives and their related components;

Topic 3: Technical equipment used for detection of illicit weapon, ammunition and explosives. Basics of equipment use.

Topic 4: Law enforcement practice in the field of combatting crimes related with illicit trafficking of weapon, ammunition and explosives.

For each topic the ELTP should include a respective set of lectures, practicals, tests and teaching aids as well as informative multimedia support in order to enhance educational process efficiency.

It is planned that the ELTP will be delivered at the following two levels:

basic (initial training) – for border students and participants in training and retraining courses;

advanced (specialized training) – for dedicated specialists engaged in inspection and detection at BCPs.

To ensure that training module reflects national needs and context, it will be elaborated by an international expert in cooperation with Belarus Border Guard representatives during two 3-day seminars. As planned, each seminar will engage up to 10 participants (they will mainly include teachers of the Training Center and the Border Service Institute as well as some officers from Border Checks Department of the SBC). It is expected that Seminar 1 will take place in November 2020 while Seminar 2 will be held in Quarter I, 2021

Within this context, UNDP in Belarus needs to engage an international consultant to act as the Detection Training Expert to support the State Border Committee of Belarus in the development of detection training module for the Training Center of the Border Service Institute in order to enhance its educational capacities and to prepare specialist in detection of weapons, ammunition and explosives at BCPs.

2. SCOPE, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The principle overall output of the engagement will be the detection training module (sets of lectures in electronic format), including its syllabus and methodology, developed for the Training Center of the Border Service Institute as well as two joint reports on the results of the two tailor-made seminars conducted in Brest and a final assignment report with conclusions and recommendations on the use and implementation of the new training module in order to ensure educational process sustainability and produce lasting impact on the performance of the professionals engaged in detection of weapons, ammunition and explosives at BCPs.

Under the guidance of UNDP Belarus Project Manager, the Detection Training Expert will be responsible for the development of detection training module in cooperation with Belarus Border Guard representatives within the available funds in order to upgrade the training capacity of the Training Center of the Border Service Institute in the field of professional training on detection of weapons, ammunition and explosives.

Please see the detailed Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree (at least Bachelor's level) in any of the following fields: law, governance, management, economics or any other related area.

II. Experience:

- Practical experience in the development of at least 2 training modules in detection of illicit weapons, ammunition and explosives for border and/or other law-enforcement agencies;
- Demonstrated proven experience in conducting at least 3 detection training activities (workshops, seminars, etc.) under international projects or its relevant subcomponents in the CIS region, EU and/or non-EU countries;
- Solid knowledge of best international and European practices in integrated border management and detection of illicit weapons, ammunition and explosives; familiar with detection training approaches and techniques that is proved by at least 2 years of previous successful experience in relevant technical assistance projects;
- Knowledge of relevant Belarusian legal and other regulations in border management and anti-weapon practices and standards is an asset that is proved by previous relevant experience in the Republic of Belarus.

III. Competencies:

- Working knowledge of written and spoken English is required that is proved by relevant certificates (language courses, university diploma mentioning English studies, training abroad etc.);
- Working knowledge of written and spoken Russian is an asset that is proved by relevant certificates (language courses, university diploma mentioning Russian studies, training abroad etc.).

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **CV** including at least 3 references (or contact information of at least 3 people who could provide a reference upon request);
- c) **Financial Proposal** as per template attached to the Letter of Confirmation of Interest and Availability template;
- d) **Copy of University Diploma;**
- e) **Copies of documents proving language knowledge** for English;
- f) **Copies of documents proving language knowledge** for Russian (if available).

All documents required shall be presented in no more than 3 e-mail transmissions, which should not exceed 7 MB each (please put number for each transmission in the subject line) and should not contain viruses.

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Incomplete applications will not be considered. Please make sure you have provided all requested materials.

5. FINANCIAL PROPOSAL

Lump sum of the contract is all-inclusive and takes into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, office costs and any other relevant expenses related to the performance of services). All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station travel. Local transportation within Belarus will be arranged and paid by the Project.

The lump sum contract amount will be paid in five installments as follows:

- 1) Milestone I: (payment without output) travel related costs under the contract are to be transferred to the incumbent's bank account to cover the expenses prior to the 1st visit to Belarus to conduct Seminar 1.
- 2) Milestone II: after finalization of Deliverable 1 and its approval by the direct supervisor.
- 3) Milestone III: (payment without output) travel related costs under the contract are to be transferred to the incumbent's bank account to cover the expenses prior to the 2nd visit to Belarus to conduct Seminar 2.
- 4) Milestone IV: after finalization of Deliverable 2 and its approval by the direct supervisor.
- 5) Milestone V: after finalization of Deliverable 3 and its approval by the direct supervisor.

Travel

The consultant will undertake two 5-day missions to Belarus (8 nights in Minsk). All travel expenses related to the missions must be included into the consultant's contract lump sum amount. Local transportation within Belarus will be arranged and paid by the Project.

6. EVALUATION

Individual consultants will be evaluated based on cumulative analysis.

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer received the highest score out of a pre-determined set of weighted technical and financial criteria:

Total score = Technical Score + Financial Score

Example

* Technical Criteria weight; [70%], maximum 700 points

* Financial Criteria weight; [30%], maximum 300 points

All the offers of individual consultants who scored 490 (70% from 700) and more points during the desk review/interview are acceptable for the financial evaluation. The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P=points for the financial proposal being evaluated;

Y=maximum number of points for the financial proposal;

L= price of the lowest price proposal;

Z=price of the proposal being evaluated.

Criteria	Weight	Max. Points - 1000
<u>Technical</u>		
• Academic qualifications:	13%	130
University degree (at least Bachelor's level) in any of the following fields: law, governance, management, economics or any other related area	10%	100
<i>Higher level than Bachelor's</i>	3%	30
• Professional experience:	45%	450
Practical experience in the development of at least 2 training modules in detection of illicit weapons, ammunition and explosives for border and/or other law-enforcement agencies	17%	170
<i>Practical experience in development of more than 2 training modules in detection of illicit weapons, ammunition and explosives for border and/or other law-enforcement agencies - 10 points for each additional module but not more than 30 points</i>	3%	30
Demonstrated proven experience in conducting at least 3 detection training activities (workshops, seminars, etc.) under international projects or its relevant subcomponents in the CIS region, EU and/or non-EU countries	8%	80
<i>Demonstrated proven experience in conducting more than 3 detection training activities (workshops, seminars, etc.) under international projects or its relevant subcomponents in the CIS region, EU and/or non-EU countries – 10 points for each additional similar assignment but not more than 30 points</i>	3%	30
Solid knowledge of best international and European practices in integrated border management and detection of illicit weapons, ammunition and explosives; familiar with detection training approaches and techniques that is proved by at least 2 years of previous successful experience in relevant technical assistance projects	9%	90
<i>Knowledge of relevant Belarusian legal and other regulations in border management and anti-weapon practices and standards is an asset that is proved by previous relevant experience in the Republic of Belarus</i>	5%	50
• Competencies	12%	120
Working knowledge of written and spoken English is required that is proved by relevant certificates (language courses, university diploma mentioning English studies, training abroad etc.).	6%	60

<i>Working knowledge of written and spoken Russian is an asset that is proved by relevant certificates (language courses, university diploma mentioning Russian studies, training abroad etc.)</i>	6%	60
<u>Financial</u>	30%	300
<i>Unit price as per Financial Proposal</i>		300

Annexes:

Annex I – Terms of Reference

Annex II – Letter to UNDP Confirming Interest and Availability including Finance Proposal

Annex III – Individual Consultant contract form

Annex IV –Individual Consultant General Terms and Conditions

Annex V – Statement of Good Health (to be provided at the contract signing stage).